



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S LICENSING CLERK I  
SHERIFF'S LICENSING CLERK II  
SHERIFF'S LICENSING SPECIALIST

Class No. 002733  
Class No. 002734  
Class No. 002735

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■ CLASSIFICATION PURPOSE

To perform applicant interviews, investigations, inspections, and clerical work for police regulated business licenses and permits to determine initial or continuing eligibility; to interview and perform background investigations for required criminal registrants; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are found only in the Licensing Division of the Sheriff's Department. Incumbents conduct in-office, registrant/applicant interviews, record searches and verifications for business licenses, special permits, state mandated permits and registrations.

Sheriff's Licensing Clerk I: This is the entry-level class in the series. Under close supervision, incumbents learn license, permit, and registration issuing procedures, and related laws and ordinances, while performing the least difficult licensing intake and determination assignments.

Sheriff's Licensing Clerk II: This is the journey-level class in the series. Under general supervision, incumbents receive, process and make the more complex determinations on applications for initial and continuing eligibility on all types of licenses, permits and registrations issued by the Sheriff's Department.

Sheriff's Licensing Specialist: This is the highest class in the series. Under general supervision, incumbents perform records research, address verification and site inspections to verify information and determine initial or continuing eligibility for requested licenses/permits. This class differs from the next highest class, Sheriff's Licensing Supervisor, in that the latter is a first level supervisor.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Sheriff's Licensing Clerk I:

Essential Functions:

1. Conducts office interviews with applicants, public and law enforcement personnel to gather information and/or verify information provided for business licenses, permits and registrations.
2. Checks applications for completeness and accuracy.
3. Consults, interprets and applies codes, ordinances, regulations and state laws.
4. Informs applicants of all documents required to qualify for licenses and permits.
5. Performs criminal and other record checks to verify identity and current licensing status, and determines applicants' eligibility.
6. Fingerprints, photographs and performs DNA mouth swabs, when applicable, for applicants, registrants and the public.
7. Establishes new files and updates records in county, state and federal computer databases.
8. Files records.
9. Sends notifications and/or records to outside law enforcement agencies, and other government entities.

10. Consults fee schedules and determines charges.
11. Collects monies and issues receipts.
12. Prepares and receives correspondence.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Sheriff's Licensing Clerk II:

Essential Functions:

All the duties listed above and

1. Recommends approval, denial, revocation or restoration of licenses and permits.
2. Handles complex initial interviews for concealed weapon licenses.
3. Oversees and signs off on cash register receipts/reconciliation in absence of supervisor.
4. Exercises independent judgment and decision making.

Sheriff's Licensing Specialist:

Essential Functions:

All the duties listed above and

1. Visits, tours and inspects businesses to check for compliance with all prerequisites for business licenses and/or event permits.
2. Verifies residential addresses for concealed weapons permits or for convicted sex, narcotic and arson offenders required to register with the Sheriff.
3. Prepares reports on findings.
4. Forwards information to law enforcement and/or other agencies when discrepancies or reportable violations of regulations are discovered.
5. Interprets and explains city and county, state and federal business licensing ordinances and regulations.
6. Testifies in court.
7. Issues cease and desist and violation notices.
8. Issues citations to violators of County licensing ordinances.
9. Investigates and responds to complaints against licensees.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes

- Modern office practices, operating procedures, policies, and clerical routines.
- Operation and use of modern office equipment.
- California Vehicle Code.
- Statistical and record keeping principles and applications.
- Telephone, office and online etiquette.
- County customer service objectives and strategies.

Sheriff's Licensing Clerk II (in addition to the above):

- Law enforcement records and information systems such as SUN/CLETS/NCIC.
- San Diego County Code of Regulatory Ordinances.
- County, State and Federal ordinances, laws and regulations governing business licenses, permits and registrations.

- Filing systems, policies and procedures used in the San Diego Sheriff's Licensing and/or Records Division.
- Felony and misdemeanor distinction and charges.

Sheriff's Licensing Specialist (in addition to the above):

- Techniques for investigating ordinance violations.

Skills and Abilities to:

The following skills and abilities apply to all classes:

- Review documents and records for correctness of form, sufficiency of information and conformance with legal requirements.
- Conduct computer and records research.
- Communicate with people from a variety of educational and social-cultural backgrounds using tact, courtesy and good judgment.
- Communicate effectively in English, both orally and in writing with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Interpret ordinances, regulations, and laws to determine eligibility for licenses and permits.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Sheriff's Licensing Specialist:(in addition to the above):

- Prepare factual reports and recommendations based on interviews, research, and site inspections.
- Read maps and locate addresses.
- Organize and independently perform work.
- Testify in court.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Sheriff's Licensing Clerk I:

1. One (1) year of general clerical experience performing criminal or confidential records and/or background checks for a public agency, court, collection, or lending institution which included responsibility for determining eligibility or for making recommendations based on the interpretation of regulations, statutes or laws: OR,
2. Six (6) months of clerical experience and the completion of twelve (12) semester/ sixteen (16) quarter units of Criminal Justice classes.

Sheriff's Licensing Clerk II:

1. One (1) year of experience as a Sheriff's Licensing Clerk I with the County of San Diego, OR, in another law enforcement agency performing equivalent license and permit intake and eligibility determination duties, OR
2. Two (2) years of clerical experience performing criminal or confidential records and/or background checks for a public agency, court, collection, or lending institution which included responsibility for determining eligibility or for making recommendations based on the interpretation of regulations, statutes or laws.

Sheriff's Licensing Specialist:

1. Two (2) years of experience as a Sheriff's Licensing Clerk II with the County of San Diego, OR, in another law enforcement agency performing equivalent license and permit intake and eligibility determination duties, OR,
2. Four (4) years of clerical experience performing criminal or confidential records and/or background checks for a public agency, court, collection or lending institution which included responsibility for determining eligibility or for making recommendations based on the interpretation of regulations, statutes or laws.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

### Certification/Registration

An ORIGINAL, unaltered typing certificate (no photocopies) for at least 30 net words per minute (nwpm) with a maximum of 5 errors must be attached to the application and will be required before candidates are scheduled to compete in the selection process. The typing test must be for at least five minutes with two (2) gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Sheriff's Licensing Specialist: Completion of P.O.S.T approved P.C. 832 training prior to completion of the probationary period.

### Working Conditions

Office environment; exposure to computer screens; extensive contact with general public and with convicted sex, narcotic, gang, and arson offenders required to register with the Sheriff's Department. Occasional evening/weekend or on call work may be required.

Sheriff's Licensing Specialist: Incumbents will travel throughout the county and may be required to work any shift and weekends.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, truth verification interview or other examination or test.

### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: December 11, 1992  
Revised: January 21, 2001  
Reviewed: Spring 2004  
Revised March 27, 2006**

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